

A spreadsheet or .DBF file containing the following information must be created in the exact format as below and then filled with the appropriate data. The structure may be created with Excel for .XLS or FoxPro, Clipper, dBase, or any database program that supports xBase files.

Note: Columns are shown for xBase files only. Excel files cannot fixed-width column sizes. The user must pay attention to maximum column widths and be sure not to exceed them or data will be lost.

Column #	Spreadsheet Equivalent	Column Name	Data Type	Column Width	Comments
1	A	CNTRLNO	Character	4	ignored
2	B	ESCYEAR	Character	4	ignored
3	C	INTEREST	Character	1	Property accumulating interest (YN)
4	D	TITLE1	Character	5	Primary owner's title (Mrs., Dr., etc.)
5	E	OWNERLNAME	Character	25	Primary owner's last name or company name
6	F	OWNERFNNAME	Character	15	Primary owner's first name
7	G	OWNERMINIT	Character	1	Primary owner's middle initial
8	H	OTYPE	Character	2	Primary owner's type code (specific to each state)
9	I	SSNUMBER	Character	11	Primary owner's Tax ID #. Any hyphens will be reformatted as Social Security {999-99-9999} or as FEIN {99-9999999} if corporate designator (FEINFLG1) is set to "T".
10	J	TITLE2	Character	5	2nd owner's title (Mrs., Dr., etc.)
11	K	TRUSTLNAME	Character	25	2nd owner's last name or company name
12	L	TRUSTFNNAME	Character	15	2nd owner's first name
13	M	TRUSTMINIT	Character	1	2nd owner's middle initial
14	N	OTYPE2	Character	2	2nd owner's type code (specific to each state)
15	O	ORELN2	Character	10	2nd owner's code for relationship to primary (specific to each state)
16	P	SSNUMBER2	Character	11	2nd owner's Tax ID #. Any hyphens will be reformatted as Social Security {999-99-9999} or as FEIN {99-9999999} if corporate designator (FEINFLG2) is set to "T".
17	Q	TITLE3	Character	5	3rd owner's title (Mrs., Dr., etc.)
18	R	OWNERLNAME3	Character	25	3rd owner's last name
19	S	OWNERFNNAME3	Character	25	3rd owner's first name
20	T	MI3	Character	1	3rd owner's middle initial
21	U	OTYPE3	Character	2	3rd owner's type code (specific to each state)
22	V	ORELN3	Character	10	3rd owner's code for relationship to primary (specific to each state)
23	W	SSNUMBER3	Character	11	3rd owner's Tax ID #. Any hyphens will be reformatted as Social Security {999-99-9999} or as FEIN {99-9999999} if corporate designator (FEINFLG3) is set to "T".
24	X	STREET1	Character	25	Primary owner's last known address line 1
25	Y	STREET2	Character	25	Primary owner's last known address line 2
26	Z	CITY	Character	25	Primary owner's last known city
27	AA	STATE	Character	2	Primary owner's last known state
28	AB	ZIPCODE	Character	10	Primary owner's last known zipcode
29	AC	COUNTRY	Character	3	Primary owner's last known country code
30	AD	COUNTY	Character	20	Primary owner's last known county
31	AE	TRANSDATE	Date	8	Last transaction date (MM/DD/YYYY)

32	AF	DATEREPORT	Date	8	ignored
33	AG	SYMBOL	Character	7	Stock ticker symbol
34	AH	CUSIPNUMB	Character	12	Stock CUSIP #
35	AI	STKSHARES	Numeric	13	Number of shares (99999999.9999)
36	AJ	STKSTREET1	Character	30	ignored
37	AK	STKCLASS	Character	5	ignored
38	AL	STKCOMPAN	Character	30	Stock Issue Name
39	AM	PROPTYPE	Character	4	Property Type code (specific to each state)
40	AN	ORIGREMAMT	Numeric	11	ignored - cash to remit is calculated from \$ to Report + \$ to Add - Cash to Deduct.
41	AO	OWNERAMT	Numeric	11	Cash to report (99999999.99)
42	AP	DEDUCT1CD	Character	2	Reason for cash deduction (see NAUPA Revised Standard Appendices)
43	AQ	DEDUCT1	Numeric	8	Cash to deduct before remitting (99999.99)
44	AR	DEDUCT2CD	Character	2	ignored
45	AS	DEDUCT2	Numeric	8	ignored
46	AT	DEDUCT3CD	Character	2	ignored
47	AU	DEDUCT3	Numeric	8	ignored
48	AV	ADDITIONS	Numeric	8	Cash to add before remitting (99999.99)
49	AW	INTRATE	Numeric	6	Interest percentage that property was earning at time of remittance to state (999.99).
50	AX	REMARK1	Character	12	Account #, if available. Do not use for comments.
51	AY	REMARK2	Character	20	Comments
52	AZ	REMARK3	Character	35	Additional comments
53	BA	FEINEXT1	Character	2	Primary owner's FEIN extension (corporate owners only)
54	BB	FEINEXT2	Character	2	2nd owner's FEIN extension (corporate owners only)
55	BC	FEINEXT3	Character	2	3rd owner's FEIN extension (corporate owners only)
56	BD	FEINFLG1	Logical	1	Primary owner corporate designator (T or F)
57	BE	FEINFLG2	Logical	1	2nd owner corporate designator (T or F)
58	BF	FEINFLG3	Logical	1	3rd owner corporate designator (T or F)
59	BG	TAXEXT	Character	4	ignored
60	BH	OWNERDOB	Date	8	Primary owner's date of birth (MM/DD/YYYY)
61	BI	TRUSTDOB	Date	8	2nd owner's date of birth (MM/DD/YYYY)
62	BJ	OWNER3DOB	Date	8	3rd owner's date of birth (MM/DD/YYYY)
63	BK	OWNER1RLTN	Character	10	Primary owner's relation code (specific to each state)
64	BL	CHECKNUM	Character	20	Check number if prop. type represents a check
65	BM	ML_CNTY	Character	20	Mineral Interest County
66	BN	ML_SECTN	Character	2	Mineral Interest Section
67	BO	ML_TOWNSHP	Character	3	Mineral Interest Township
68	BP	ML_RANGE	Character	3	Mineral Interest Range
69	BQ	ML_POOLORD	Character	6	Mineral Interest Pooling Order
70	BR	ML_POOL_DT	Date	8	Mineral Interest Pooling Date (MM/DD/YYYY)
71	BS	ML_OWN_PCT	Numeric	10	Mineral Interest Ownership Percentage (999.999999)
72	BT	ML_WELL_NM	Character	30	Mineral Interest Well Name
73	BU	ML_SUPPDESC	Character	20	Mineral Interest Supplemental Description
			Total**	746	

** The total length in an xBase compatible file is one longer than the sum of all fields.